



New Customer Kits

Questions and Responses

June 8, 2026

Question 1

Does the District have an established budget for this project? If so, can you share it so that we may source promotional items within the budget?

Response to Question 1

JCSD has identified a general budget range for this project and encourages proposers to submit a detailed scope and fee proposal that reflects the level of effort required to successfully meet the expectations outlined in the Request for Proposal.

Question 2

To provide accurate pricing on the booklets, can you specify if the booklet will be the same paper and finishes as in the past, or will the specs be chosen by each vendor? My concern is that if all vendors are not basing their costs on the same specs, the District will receive inaccurate pricing, especially if the lowest bidder is chosen and their specs are not based on the higher quality specs that have been used in the past (paper and finishes) on the booklets.

Response to Question 2

To ensure consistency in pricing among all proposers, JCSD has identified the booklet specifications that should be used as the basis for pricing. The booklet will be a 16-page publication with a finished size of 5.5" x 8.5", printed on 80 lb. gloss text stock with a 100 lb. gloss cover and soft-touch lamination on the cover. Proposers should use these specifications when preparing their fee proposals to ensure a consistent basis for evaluation.



Water



Wastewater



Parks &
Recreation



Graffiti
Abatement



Streetlights

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Question 3

There are mentions of inserts and informational materials (5.4 Inserts and Documentation). Can you provide specific information on how many different components this may be as fulfillment cost is based on the number of items being assembled. Also, shipping costs will depend on the weight of the kit; therefore, it will be important to know what components are to be included to provide accurate pricing.

Response to Question 3

At this time, JCSD does not anticipate any additional inserts, printed materials, or documentation beyond the informational booklet identified in Task 4 of the Scope of Work. Task 5.4 was included to provide flexibility should JCSD elect to include a small insert, letter, or informational document in the future. Proposers should assume no additional inserts beyond the informational booklet when preparing their proposal.

Question 4

There are mentions of inserts and information materials (5.4 Inserts and Documentation), in the interest of accurate pricing. Can you provide sizes, paper, single/double sided printing, etc.? These variables will all affect pricing.

Response to Question 4

At this time, JCSD does not anticipate any additional inserts, printed materials, or documentation beyond the informational booklet identified in Task 4 of the Scope of Work. Therefore, proposers should not assume any additional inserts for pricing purposes. If JCSD elects to include supplemental materials in the future, the content, format, and specifications would be determined during implementation and addressed separately from the initial proposal pricing.

Question 5

There is mention (2.6 Production Quantities) that the vendor will manufacture in the quantities approved by the District. Is the District open to the greatest cost savings by ordering 3600 kits at one time?

Response to Question 5

JCSD is open to considering pricing options associated with larger production runs. However, JCSD does not have the capacity to store approximately 3,600 assembled kits. Vendors may propose bulk production with vendor-managed storage and inventory and are encouraged to identify any associated cost savings in their proposal.

Question 6

If the District is not willing to order 3600 kits at a time, what quantity is the District willing to order at a time (3 months' worth maybe)?

Response to Question 6

JCSD does not have a predetermined production quantity and is open to vendor recommendations that provide the best value to the District. Vendors may assume production runs of approximately three months' inventory (approximately 900 kits) for pricing purposes, or may propose alternative quantities that achieve cost savings, provided the Vendor can accommodate any associated storage and inventory management requirements.

Question 7

Are the Shipping Costs to be included in the Proposal?

Response to Question 7

Yes. Shipping costs should be included in the Fee Proposal. As outlined in Section 3.B. Fee Proposal Requirements, proposers should provide separate line items for shipping and fulfillment labor, along with any assumptions used in developing those costs.
